

PREPARE A TELEWORK PROPOSAL THAT WILL WORK



To be considered for telework, think about the following topics based on how your boss would like to hear them answered. Develop a proposal that includes the elements listed below. See the sample telework proposal memo we have included in this kit for an idea of how to put it together.

▲ **A WIFM paragraph:** Your boss will ask “**W**hat’s **I**n **I**t **F**or **M**e?” Be sure to communicate the benefits specific to your company’s bottom line. Will it increase your productivity? Will you be able to share office space with another teleworker? Will your work and life be better balanced, helping you to be a better employee? Address your boss’s concerns head on, recognizing there may be objections that can be handled positively.

▲ **A schedule:** Determine which day/s of the week you would like to telework. Take a few weeks to track your appointments out of the office, days you tend to have work that could be done from home, etc. Determine the most convenient day for you to be physically “out of the office.”

▲ **An equipment and workspace agreement:** Will you provide your own equipment at home? Will you commit to dedicating a room or space apart from the rest of your home as an official workspace? Who will pay for your Internet connection and software? Do you have an ergonomic chair and proper desk?

▲ **Accessibility:** How do you propose to be accessible to your boss and co-workers during work hours? Can you be reached via cell phone? Will

you utilize an instant messaging service to communicate with co-workers? Is e-mail an effective tool for your situation?

▲ **Connectivity:** How will you be connected to the office? Will you share files between your home computer and your office? Do you have access to your company’s LAN at home? If not, can you get it? Will you transfer files via e-mail or on disk?

▲ **Work Description:** Tell your boss what kinds of work you expect to be able to do at home. Will you save your writing projects for your home office? Do you have projects that require concentration for long periods of time? How will you keep yourself busy and productive at home?

▲ **Dependent Care:** If you have children, most telework experts advise against using telework as a substitute for any type of dependent care. Let your employer know what care arrangements you will have on your telework days, and/or rules if school age children return home while you are working.

▲ **Reporting:** Tell your boss how you propose to be accountable for the work you do on your telework day. Offer to create a weekly log outlining tasks you expect to complete on your telework day. At the end of your telework day, record on the log what you were able to complete and other tasks you did during the day.



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